California Nutrition Network
FFY 2008

PROJECT SUMMARY INSTRUCTIONS

This form provides USDA and the Cancer Prevention and Nutrition Section (CPNS) with comprehensive information about each *Network* contractor for the annual USDA Food Stamp Nutrition Education (FSNE) plan, facilitates collaboration between contractors and other partners, and is used to respond to queries and questions asked of CPNS by other State agencies and partners. Changes were made to this year's Project Summary because of changes in the USDA Guidance regarding the FFY 2008 Plan, the upcoming EARS (Education and Administrative Reporting System) that will be gradually phased in, and the need to use Excel spreadsheets so the information can be compiled into a database. The most significant change the USDA requires in the Project Summary form this year is more information on State Share activities. State Share information was actually requested by USDA for FFY 2007, but was not provided by CPNS as contractor forms were already in the field by the time the 2007 Guidance was available. There are also changes regarding terminology to make planning and reporting documents as consistent as possible at this time. While there are some changes to the Project Summary this year, there are indications that these Guidelines should be stable for a number of years.

Overview: Completed Sample Project Summary Forms are available for review on the CPNS Funding Application Packet (FAP) website. Please call your assigned Program Manager if you have any questions regarding filling out this form. Unless otherwise noted, please follow these three general guidelines:

- Your responses are based on the nutrition education activities you conduct with your State Share funding (previously called State Match/Local Share) and your Federal Share funding (previously called Federal Match/State Share).

- Please check all boxes that apply or type in text.

- If you check an "Other" category, please specify the information requested.

Form 6a (Microsoft Word)

Contractor Name: Enter the name of your agency as it appears on your contract.

Project Title (only if your agency has more than one contract with the *Network*): Enter the name of your *Network* project.

Contract #: If you are a continuing contractor, enter the number of your contract as it appears on your contract. If you are re-negotiating your contract this year, leave blank until a new contract number is provided during the negotiation process.

Date Submitted: Enter the date the form is submitted to CPNS.

1) **Funding Source (State Share Only):** Enter the source of funding for your State Share nutrition education activities (activities not funded by USDA/FSNE). All State Share funds must be from a non-federal source and unmatched for any other federal funding. Check all boxes that apply.

Please note that from this point forward all Sections refer to both State and Federal Share Activities

2) **Target Audience (State and Federal Share)**: Please check all the boxes that apply to your target audience and enter the percentages for gender, ethnicity, language and age groups. Within each area (gender, ethnicity, language, age group), the percentages should sum to 100%. Ethnicities and age groups noted here must match ethnicities and age groups used for income qualifying data (census tracts, free and reduced price meal participation). For the "Participants" category, enter an estimate of the projected number of unduplicated participants.

3) **Key Educational Messages/Topics (State and Federal Share)**: Check the key educational messages your program addresses. "Fruits and Vegetables" is already checked off for all contractors. Food Stamp promotion activities would apply to the "Other" category.

4) **Key Methods (State and Federal Share):** Check the key methods that apply to your program. For the methods checked where you have direct contact with your target audience(s) please estimate the frequency and average duration of the interventions. See the example provided below. If your agency has a FSNE allowable webpage/site please enter the website address. Youth empowerment activities would be included in "Other".

Example: Nutrition Education Classes -- Your agency presents an estimated 200 nutrition education classes per year. Class duration ranges from 30 minutes to two hours, with an estimated average duration of one hour. Under the 'Frequency' column enter 200 and under the 'Duration' column enter 1. Units for the Duration column are in hours. For example if the average duration of Training/Workshops/Conferences is an hour and 30 minutes (1.5 hours) enter 1.5 under the Duration column. Other Key Methods are filled in below as examples.

4) Key Methods

		Frequency	Duration (in hours)
☐ Advisory Council/Task Force (specify): _____	☒ Nutrition Education Classes	200	1.0
☐ Internet/Web Sites website address: _____	☒ Community Education Events	4	3.0
☐ Print Media	☒ Training/Workshop/Conference	8	1.5
☐ Radio	☐ Point of Purchase	_____	_____
☐ TV	☐ Other (specify): _____	_____	_____
	☐ Other (specify): _____	_____	_____

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5) **Modification of Project Methods/Strategies (State and Federal Share):** If you will be adapting or changing an identified intervention/project method or strategy during the 2008 contract year, please check all appropriate boxes and for the "Other" category, specify the reason. For example, if recent research indicates that your current activities or delivery sites are

no longer the most appropriate avenue for reaching your target audience, check the box for "Utilizing Recent Research and/or Program Evaluation Results."

6) **Key Performance Measures/Indicators (State and Federal Share)**: List the key measures/ indicators of implementation or performance that you will capture or collect. For Federal Share activities this could be the type(s) of evaluation you will perform, as well as a description of the specific indicators your project intends to measure (knowledge, changes in behavior, skill improvement), as well as process indicators. For State Share activities process methods such as attendance would be appropriate. Please limit to 100 words.

7) **FSNE Delivery Sites by Type of Setting (State and Federal Share):** Enter the number of sites for each setting your project targets. For example, if your agency plans to conduct nutrition education at three food stamp offices, enter "3" in the space before "Food Stamp Offices." If you are a school contractor or a contractor working in schools and you have nutrition education activities in a school garden or school clinic, please use the school category, not gardens or clinics; the latter requires census tract data for income qualification. List sites used for both State and Federal share activities only once.

8) **Coordination Efforts (State and Federal Share):** Describe efforts to coordinate, complement, and supplement other local/regional programs in order to deliver consistent behavior-focused nutrition messages. Include participation in *Regional Nutrition Network* Collaboratives, County Nutrition Action Plan (CNAP), or other local nutrition coalitions addressing the FSNE population. Please state that written agreements are attached if you submitted MOUs with your application packet. Please limit to 100 words.

9) **Project Narrative (State and Federal Share):** Your Program Manager will be forwarding you a copy of your approved Project Narrative from last year's Project Summary. Please copy and paste the narrative into this text box and update as appropriate to reflect your planned FSNE activities. The narrative is a brief description of your overall FSNE program, covering main intervention approaches and highlighting any unique aspects of your project. Please write in the third person (do not use "I" or "we") and do not use bullets. Please limit to 200 words.

10) **Income Targeting Data Source (State and Federal Share):** Enter the data source(s) you use to qualify your target audience(s) to meet the equal to or less than 185% Federal Poverty Level (FPL) requirement. If you are using census tract data, please complete Section 12 on Form 6b. School-based contractors and other contractors working with schools should use free and reduced price meals enrollment data found on the California Department of Education website to verify that each school site qualifies (at least 50 percent of the student body must be enrolled in Free and Reduced Price Meal Program) (http://www.cde.ca.gov/ds/sh/sn/freereduced0506.asp). This information should be reported under Section 13 on Form 6b.

11) **Location Based Proxy Sites (State and Federal Share):** Please check all boxes that apply and indicate the percentage of your target audience that are at these locations or participating in these programs. No additional targeting data is needed for these delivery sites.

Form 6b (Microsoft Excel spreadsheet)

Note:

- If you are planning to cut and paste information into the spreadsheets from a Word document or last year's project summary form, it is recommended that you use the "Paste Special" function located under the Edit menu and select "Text" from the list provided in the Paste Special dialog box. Form 6b is protected so that the user can only make certain modifications. As a result, if you try to copy and paste information into the spreadsheet from a Word document without using Paste Special, you will not be able to edit the information once it is pasted.

- In order to accommodate contractors with a large number of entries, several extra pages were provided for each spreadsheet. Therefore, when printing it is recommended that you specify which pages you would like to print in the page range section of the Print dialog box.

- You will only be able to enter information into the cells with a white background.

Date Submitted, Contractor Name, Contractor Number: Information must match the data on Form 6a. Once you fill in the white rows, the grey areas will automatically fill in; this sheet is part of the CPNS internal tracking systems. Do not attempt to type in the grey area.

12) **Intervention Site Census Tracts (State and Federal Share):** Using the *Network* Qualifying Census Tracts database located on the CPNS Funding Application website, identify and enter the qualifying census tracts your agency plans to target. There are drop-down boxes for the County and Ethnicity columns. For each census tract you are targeting, enter the county, the qualifying census tract number, ethnicity (e.g., "All Races", "Black or African American", "Hispanic or Latino"), and the percentage of the target audience at or below 185% FPL. If you are using an ethnicity for your census data (vs. "All Races"), you need to make sure the ethnicity matches the ethnicity data you entered in Form 6a, Section 2 (Target Audience). You may also use the *Network's* GIS system to verify the location of a census tract listed on the *Network* Qualifying Census Tracts database. Below are instructions on how to use GIS to determine if a physical address is in a qualifying census tract:

1. Go to the *California Nutrition Network* – GIS Map Viewer website: http://www.cnngis.org.

2. Click on "**Launch Map Viewer**" at the bottom of the webpage. It will take a couple of seconds to load the site.

3. On the right side of the screen, there are five tabs: Map Layers, Locate, Advanced, Layer List, and Legend. If not already selected, click on the Layer List tab.

4. Click on the box to the left of "**Admin. Boundaries**." A drop down list of options will appear. Scroll down to "**Administrative Divisions**" to find "**2000 Census Tracts**." Click on the white box (a check will appear in the box).

5. Scroll down to "**Demographics"** and click on the box to the left of "**Demographics**." A drop down list of demographic options will appear. Scroll down to "**Economic Indicators**" to find "Proportion <185% FPL - All Races." Click on the white circle (a dot will appear inside the circle). Specific target groups may be selected such as "Proportion <185% FPL – Hispanic." Next, click on the blue circle with the white "i" adjacent to the white circle, the blue circle will change to gold.

6. Click on the "Locate" tab. Enter the address of the intervention site. Click on "**Search.**" A list of addresses may appear, click on the correct address with the highest score. A map will load onto the screen.

7. Move the cursor to the map and center the arrow (not the "i") over the star and click.

8. A pop-up box should appear that lists data including the census tract number and percent of the population (by all races) that are less than 185% FPL.

    Note: If a pop-up box does not appear, your security settings may be blocking your pop-ups. To bypass this, hold down the Shift key when clicking on the star. A pop-up box will appear on the screen.

9. In instances where a site/location is not located in a qualifying census tract, block group data is utilized as an alternative method to determine whether a project is located in a qualifying area. Block group data is only available for All Races at 125% FPL and 185% FPL. To activate the block group layer follow the instructions to "Select Map Layers". This time scroll down to "Economic Indicators" and select either "BG Proportion <185%FPL – All Races" or "BG Proportion <125% FPL – All Races."

If you are not using census tract data, you must identify in Sections 10 and 11 on Form 6a what qualifying data source(s) you are using to verify your delivery sites meet the 185% FPL requirement. If you check "Other", you must indicate the data source and estimate the percentage of your target audience that is equal to or less than 185% of FPL.

13) **Free and Reduced Price Meal/GIS Income Data (State and Federal Share):** (*For School Districts, County Offices of Education and other contractors working in schools; if you do not work in schools, skip this section*)

Enter the name of the school district, the County, District, School (CDS) Code, the name of the school site, the percentage of students enrolled in Free Meals, the percentage of students enrolled in Reduced-Price Meals, and the combined percentage of Free and Reduced Price Meal (FRPM) enrollment for each school site **where interventions are occurring**. Please do not include qualifying school sites if you are not conducting *Network* activities there. If you do not have this data, you can get it at the California Department of Education website (http://www.cde.ca.gov/ds/sh/sn/freereduced0506.asp).

If you cannot qualify a school site using FRPM data, search the CPNS GIS system for the specific census tract which includes the school site to find the percentage of the target audience at or below 185% FPL. Instructions for using the GIS are above (see Section 12) and on the GIS webpage (www.cnngis.org). Enter the qualifying census tract in the "CDS Code" column and the school district name and school site name in their respective columns.

14) **Use of Existing Educational Materials (State and Federal Share)**: Please fill in the Source, Title and Language(s) of the materials you plan to use. Please list each material only once.

15) **Development of New Educational Materials (State and Federal Share)**: Please enter the title of any new materials that you plan to produce, a 25-word description of the materials, and a brief justification of the need and cost.

Please email the completed forms (6a and 6b) to your assigned Program Manager.

Thank you for completing this valuable data collection tool.